

## **CITY OF BURBANK**

### **MANAGER ELECTRICAL DISTRIBUTION**

#### **DEFINITION**

Under direction, to plan and supervise construction and maintenance of overhead and underground electrical transmission, subtransmission, distribution lines, and city-owned street light systems; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans work and schedules of line and underground crews; makes effective recommendations regarding hiring, promotion, and transfers; changes assignments between crews as needed; effectively recommends disciplinary action as needed up to and including termination; evaluates employee performance; inspects work in progress and on completion, including construction, maintenance and repair and overhead and underground distribution and transmission power lines, transformers and related equipment such as power poles and underground vaults; confers with supervisors and engineers in other sections regarding adapting designs to meet field condition; for work in progress, approves requests for materials, prepares cost estimates and analyzes job costs; supervises the maintenance of records relating to electrical distribution equipment maintenance; administers safety, training, and employee evaluation programs; during emergency outages, supervises repair and replacement of electric lines and equipment; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - current practices and techniques in the construction and maintenance of overhead and underground distribution systems in an electric utility; methods and procedures for installing and repairing transformers and protective devices; General Order 95 and General Order 128 of the State of California Public Utilities Commission pertaining to construction of overhead lines; State Electrical Safety supervision.
- Skill in - estimating cost of installation and maintenance of overhead and underground electrical distribution and transmission lines; the installation and maintenance of electrical distribution and transmission lines.
- Ability to - read and interpret electrical plans, wiring and equipment diagrams; plans and direct the work of large crews and obtain performance through intermediate supervisors; analyze electrical problems and causes of trouble and recommend appropriate remedial action; set standards of work performance; train employees; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from high school and four years of responsible supervisory experience at the Line Mechanic Supervisor level in electric utility overhead or underground distribution work.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.